

CHAPTER III

OFFICE SALARIES AND EXPENSES

TREASURER'S SALARY

The provisions of IC 36-2-5-3 authorize the county fiscal body (county council) to fix the compensation of the county treasurer, deputies and other employees. A statement (Form 144 (1971)) showing in detail the amount or rate of compensation proposed for each full-time or part-time position shall be presented to the county executive (county commissioners) at their July meeting for their review and recommendations. These statements, along with the recommendations of the county executive shall be presented to the county fiscal body before August 20. [IC 36-2-5-4]

The salary of the county treasurer, deputies and other employees is in full for all governmental services and in lieu of all fees, per diems, penalties, costs, interest, forfeitures, percentages, commissions, allowances and other remuneration. [IC 36-2-7-2]

Salary shall not be paid until the monthly report of fees has been made and same paid into the county treasury. [IC 36-2-8-3]

The compensation of an elected county officer may not be changed in the year for which it is fixed. [IC 36-2-5-13]

MILEAGE AND EXPENSE ALLOWANCES

County officers are entitled to a sum for mileage in the performance of their official duties in an amount determined by the county fiscal body. [IC 36-2-7-3]

IC 5-11-14-1 provides that all qualified persons attending conferences called by the State Board of Accounts shall be allowed, for each mile necessarily traveled in going to and returning from any such meeting by the most expeditious route, a sum for mileage at a rate determined by the county fiscal body.

The treasurer shall also be allowed while attending any meeting called by the State Board of Accounts an allowance for lodging for each night preceding conference attendance equal to the single room rate. However, lodging expenses, in the case of a one-day conference, shall only be allowed for persons who reside fifty (50) miles or more from the conference location. Regardless of the duration of the conference, only one mileage shall be allowed to the official, official elect, deputy or assistant furnishing the conveyance although transporting more than one person.

Any mileage necessarily traveled in the performance of official duties shall be claimed on Mileage Claim, General Form 101, and payment is contingent upon and limited to the amount specifically appropriated for that purpose by the county council.

PURCHASES

The board of county commissioners has exclusive power to purchase all supplies, materials and equipment to be paid for out of the county treasury. Provision may be made for the purchase of all blank books, blanks, stationery, printing and office supplies, based upon the requisition filed on County Form 91A and the contract therefor awarded by the board of county commissioners. If any supplies or equipment are needed which are not covered by the terms of the printing contract, the county treasurer may purchase the items pursuant to the Public Purchases Law, IC 5-22.

CLAIMS FOR EXPENSES

All claims must be filed with the county auditor not less than five (5) days prior to the meeting of the board of county commissioners at which the claims are to be considered. In some counties it may be required that they be filed earlier in order that they may be properly processed by the county auditor and published as required by law. The county auditor should advise you in this connection. [IC 36-2-6-4]

All salaries and wages shall be claimed on General Form 99, Payroll Schedule and Voucher, which is furnished by the county auditor. This claim must be complete in all respects and certified as to correctness by the treasurer in the space provided thereon. Mileage, if any, shall be claimed on General Form 101, Mileage Claim, furnished by the county auditor.

All claims for supplies, equipment and other operating expenses shall be completely itemized, certified by the claimant, and filed with the county auditor on County Form 17, Accounts Payable Voucher, furnished by the county auditor. Each claim chargeable to the treasurer's budget should be approved by the treasurer as to correctness and delivery of the goods or services before allowance by the board of county commissioners. No claim may be paid by the county auditor until allowed by the board of county commissioners. [IC 5-11-10-1.6]

TREASURER OF COUNTY HOSPITAL BOARD

The county treasurer is required to serve as treasurer of a county hospital board of trustees. The board of trustees of said hospital may, with the approval of the board of county commissioners of the county in which said hospital is located, have its own treasurer. [IC 16-22-2-9]